

Records Category < **PURCHASING/PROCUREMENT**

STATE OF MONTANA
 SECRETARY OF STATE
 RECORDS MANAGEMENT BUREAU

General
 Schedule Number < **4**

GENERAL RECORDS RETENTION SCHEDULE

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Item	Record Series Title	Distribution	Office	Records Center	Total	Disposition
1	Bid Security/Performance Security (Bond)	Purchasing Agency				Destroy 8 years after termination of contract.
2	Notice of Cancellations	Purchasing Agency	2 years 3 years	2 years	4 years 3 years	Destroy 8 years after termination of contract
3	Vendor Files	Purchasing Agency				Destroy Destroy
4	Justification to Acquire Major Office Equipment	Purchasing Agency	2 years 3 years	2 years	4 years 3 years	Destroy outdated printings Destroy Destroy
5	Requisition	Purchasing Agency	2 years 3 years	2 years	4 years 3 years	Destroy Destroy